Inventory Droid

Version 2.29+

User Guide

20110727

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1. Overview

Inventory Droid user manual provides the full functionality required to assist users. This manual explains the features and functions in the application in a step-by-step manner, enabling the users to use Inventory Droid with ease.

1.1. General Introduction

Inventory Droid is an android phone application that used to manage inventory. Inventory Droid can handle multiple inventories called "accounts" (ex: Hardware Shop, Home goods…etc.). Items inside each inventory are categorized. (Ex: memory, hard disk etc.., or no category at all). In simple terms it is a data base of items available in your stock.

Inventory Droid can be used as a small business inventory tool, a pantry logger, a Book/CD/DVD cataloger, asset manager for insurance purposes, and many more…

1.2. Getting Started with Inventory Droid

Tap the Inventory Droid icon in Android phone desktop, to gain access to the Inventory Droid Application. If you have already created an Account tap the Account Name to access or Press menu button to create a new Account.

Create an Account

2. Manage Account

You can create an Account, Password protect your accounts, Clone, Delete and Import/Export Account details as required.

2.1. Create an Account

To Create a New Inventory Droid Account:

1. Press Menu Button
2. Tap on New Account
3. Type Account Name
4. Tap on Create .The created Account is displayed in the main window.(*see Figure1*)

Figure1

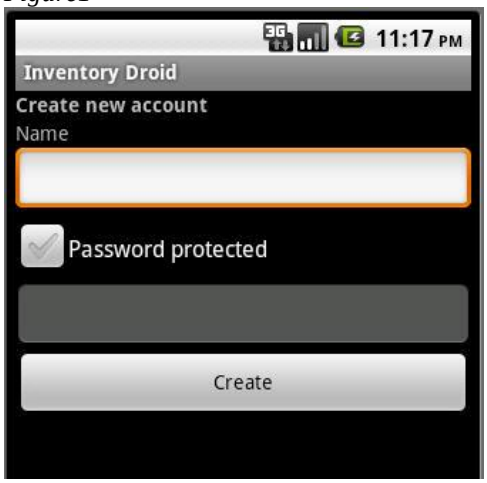


Figure2

Note:
You can create multiple Accounts and Password protect your accounts.

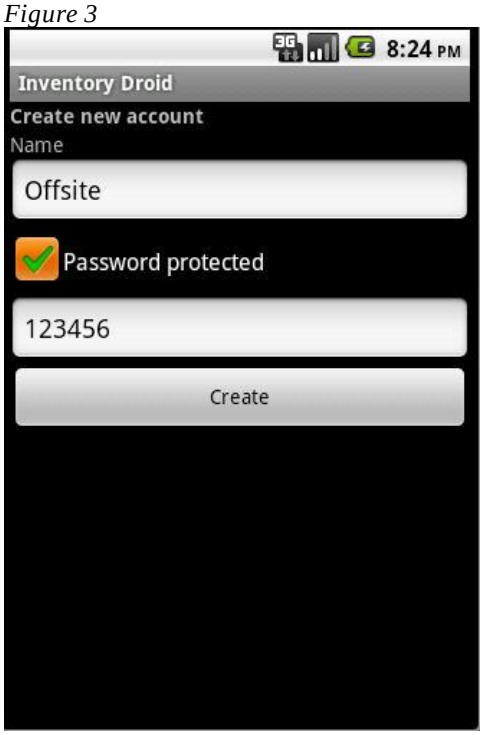
2.2. Setting Password on Your Accounts

Inventory Droid gives you an option to set passwords to your Accounts in order to enhance your security.

To set password to Account:

1. Press Menu Button
2. Tap on New Account
3. Type Account Name
4. Tap on Password Protected check box
5. Type Password
6. Tap Create .The created Account is displayed in the main window

Figure 3



Note:
You can change these Passwords at any given time.

Change Account password

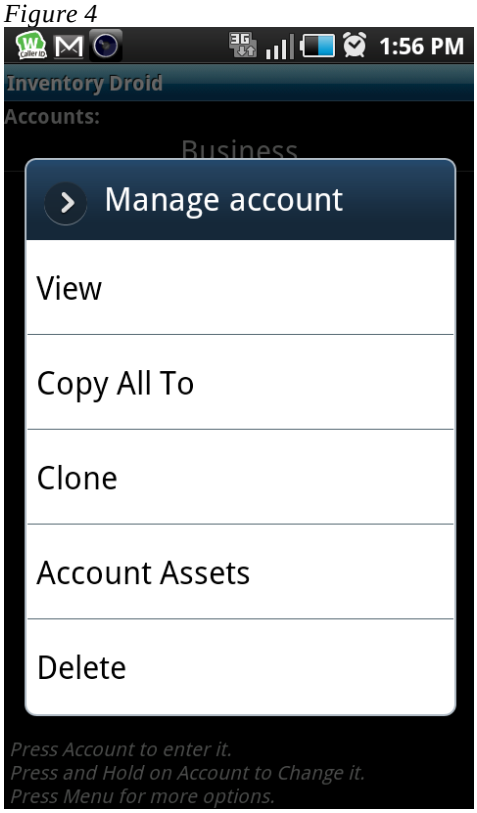
2.3. Clone Accounts

Clone Account allows a user to create a duplicate of an Account – less the items themselves. The clone account is a replica of the original account - containing the same information stored in the original account - e.g. Categories, Custom fields, etc.

To Clone Account:

1. Press and Hold on Account name which you want to clone
2. Select clone from Manage Account list. (*Figure 4*)
3. Type Account name
4. Tap create .The cloned account will be displayed in the main window

Figure 4



Note:
A password is needed to Clone a password protected account.

2.4. Copy All To

After Cloning an Account, Copy all allows a user to copy all items in an account the newly cloned one. This is similar to doing a backup.

Note that a Clone is required before doing a "Copy All" since this will setup and copy any custom fields and categories that are in the account.

To Copy All To Account:

1. Press and Hold on Account name which you want to copy

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2. Select Copy All To from Manage Account list. (*Figure4*)

Note:
A password is needed to Copy All To a password protected account.

2.5. Delete an Account

Once you have created Accounts you can delete them as required.

To delete an Account:

1. Press and Hold on Account name which you want to clone
2. Select Delete from Manage Account list. (*Figure 4*)
3. Select 'Yes' from the popup message window. Selected Account will be created

Note:
No need for password to delete a password protected account, since the protection is for viewing the private data.

2.6. View Spreadsheet of Total Assets of all Accounts

Total assets displays information such as Total cost of assets, total items, total quantity ect... in all Account in a spread sheet.

To view Total Assets:

1. Start Inventory droid
2. Press Menu
3. Tap on Total Assets. Spreadsheet of total Assets of all accounts will be displayed. (*Figure 5*)

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Figure 5

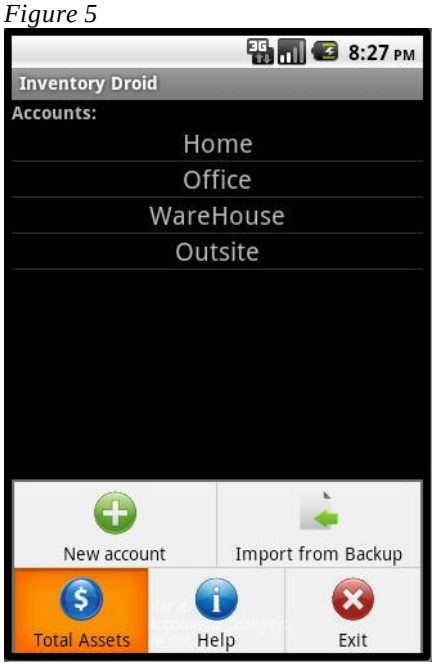

Figure 6

2.7. View Spreadsheet of Total Assets of an Account

Account assets displays information such as Total cost of assets, total items, total quantity ect… in an Account in a spread sheet.

To view Account assets:

1. Press and hold on Account name.
2. Select Account Assets. (*Figure 4*)

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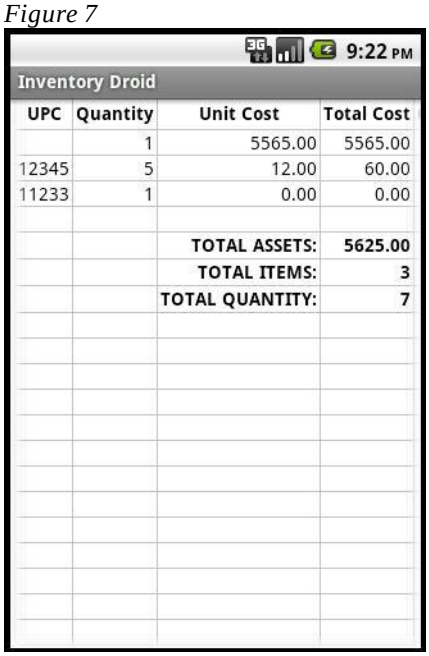
3. Spreadsheet of total Assets of an selected account will be displayed.(*Figure 7*)

Figure 7



2.8. Export Account

You can export the account details in the selected account to CSV or ida file formats.

2.8.1. Export to backup

Use the Export Account Backups option to export account data in to IDA file format.

To Export Account Backups:

1. Login to an Inventory Droid Account which you want to Export
2. Press Menu button
3. Tap on Settings

4. Select Import/Export tab (*Figure 8*)
5. Tap on Export to Back up button
6. Select the require option from the Export settings window (*Figure 9)*
7. Tap on Export button
8. Select the folder path where you want to export the file (*Figure 10)*

9 Type Export file name

10. Tap on Save. File will be exported to the selected folder path.

Figure 8

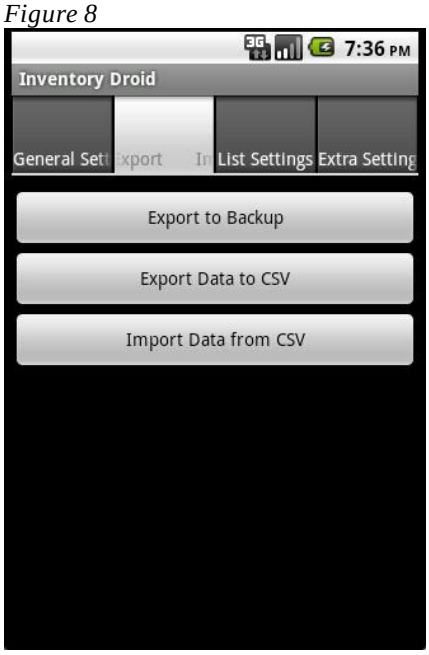


Figure 9

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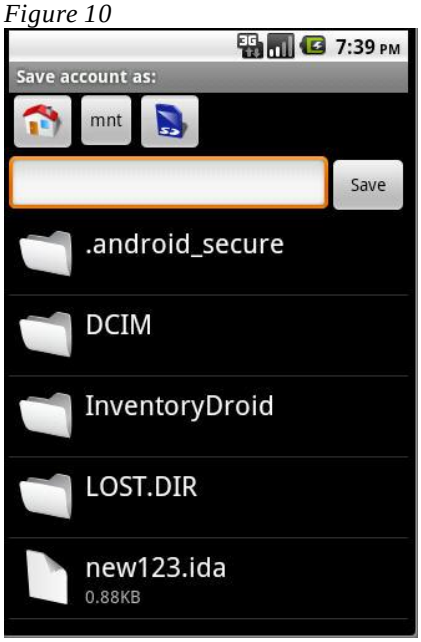
Figure 10



Note

- When you Export an account details using Export Back up option, all item details and the account settings (ex: password) will be exported to an ida file.
- Item details can be exported with or without Item photos as you required.
- Only ida files can be imported to the Inventory Droid application.

2.8.2. Export to CSV

Use Export to CSV option export account item details to CSV file.

Export to CSV:

1. Login to an Inventory Droid Account which you want to Export
2. Press Menu button
3. Tap on Settings

4. Select Import/Export tab (*Figure 11)*
5. Tap on Export data to CSV option
6. Select the folder path where you want to export the file (*Figure 10)*
7. Type Export file name
8. Tap on Save. File will be exported to the selected folder path

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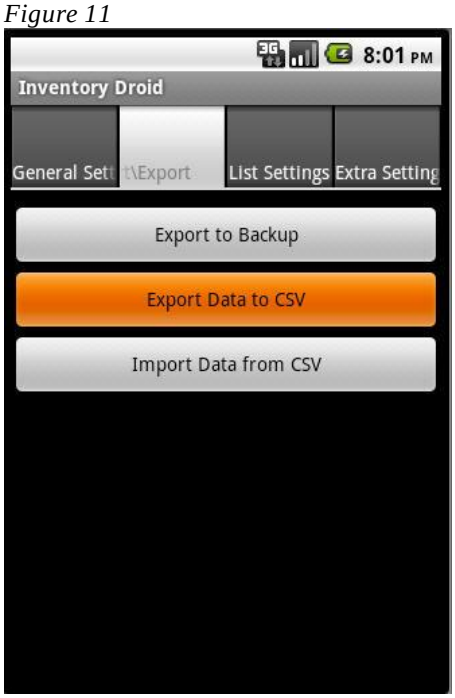
Figure 11



Note
When you export an account details using Export to CSV option ,only the item details will be exported to a CSV file(account settings will not be exported).

2.9. Import Account

Inventory Droid provides facility to import account details using CSV or IDA file formats.

2.9.1. Import from Backup

Use Import from Backup option to import Account details from an ida file.

To Import Account Backups:

1. Start Inventory Droid
2. Press menu button
3. Select Import from backup option (*Figure 12*)
4. Select ida file path
5. Tap on Open
6. Type Account name,
7. Tap Create, New account will be created with the imported Account data.

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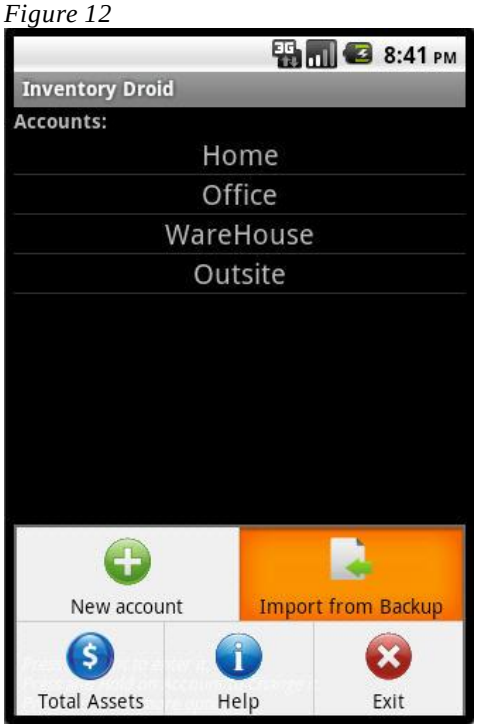
Figure 12



Note

- Using Import from backup option you will be able to import all the item details and the account settings (ex: Password).
- Using this option you can create a new account with all details in previously exported account.

2.9.2. Import from CSV

You can import item data from CSV file using Import from CSV option. It is recommended you to use CSV file format which you have Exported using Export to CSV option.

To Import from CSV

1. Start Inventory Droid account which you want to import items
2. Press menu button
3. Select settings

4. Select Import/Export tab (*Figure 13*)
5. Tap Import data from CSV
6. Tap OK in popup warning message (*Figure 14*)
7. Specify file path where you have saved the CSV file
8. Tap on Open. Item data will be imported to the inventory list.

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Figure 13

Note:
Inventory Droid requires strict CSV formating when data is being added using a CSV. To rule of thumb and best way to make sure things work well is to:

1. Export the account you want to import to into CSV. Do this by going into account Press Menu->Settings->Import\Export tab->Export Data to CSV
2. Move the exported CSV to your PC and delete all entries except the header line and one item entries. This item entry will be used as an example to import all new entries.
3. Using the previous entry as examples or placeholders, add your entries to match in format and field alignment.
4. Make use to follow those rules:
    - You MUST keep the field headers
    - You MUST align fields and include empty commas.
    - Date format MUST be YYYY-MM-DD (ex: 2010-01-09). Excel might change this format to 2010/1/9, so make sure you change it to YYYY-MM-DD.
    - If as field has quotes ' " ', Example: 34" make sure you rename it to 34in instead, since quotes are translated to boundary limit items.
    - Keep in mind that the item is considered identical to another if:
      a) Same UPC
      b) Same Name
      c) Same Serial#
      So keep those unique between items..

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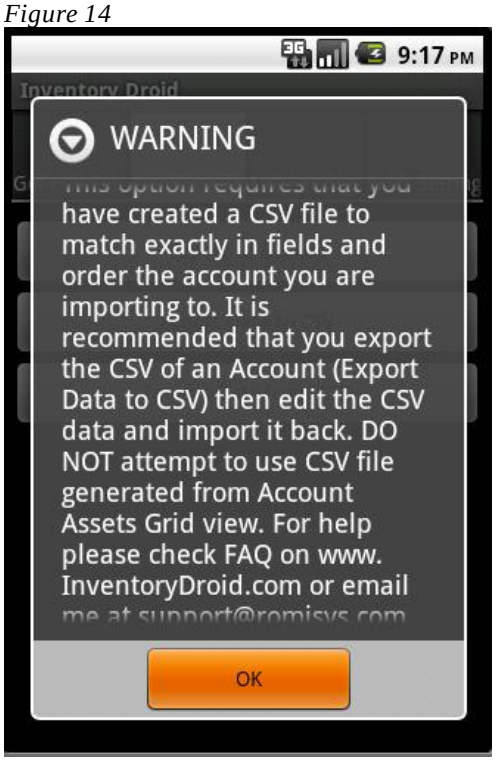
- Beware of Excel, it sometimes adds characters and messes up CSV formatting. Make sure you using Notepad or NotePad++ or another simple Text Editor and create CSV file.

If you are having issues, email me at support@romisys.com the following:
1) The account in "ida" format file . Press Menu->Settings->Import\Export tab->Export to Backup
2) The CSV file you are having trouble importing.

Figure 14


9:17 PM
Inventory Droid
WARNING
have created a CSV file to match exactly in fields and order the account you are importing to. It is recommended that you export the CSV of an Account (Export Data to CSV) then edit the CSV data and import it back. DO NOT attempt to use CSV file generated from Account Assets Grid view. For help please check FAQ on www. InventoryDroid.com or email
OK

3. Inventory Management

You can Add, Scan, Edit, Search & Delete items as required.

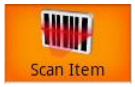
3.1. Add New Items

Inventory Droid gives you the facility to add an item or to add multiple items to your inventory List. Items can be added manually or using item scanner.

3.1.1. Add Items using Barcode Scanner

Using the Barcode Scanner feature, you can scan the UPC (Universal Product Code) of an item and then search matching items in search engines like Google, Amazon, and upccheck.com. This feature enables the users to fill UPC easily and add items with ease.

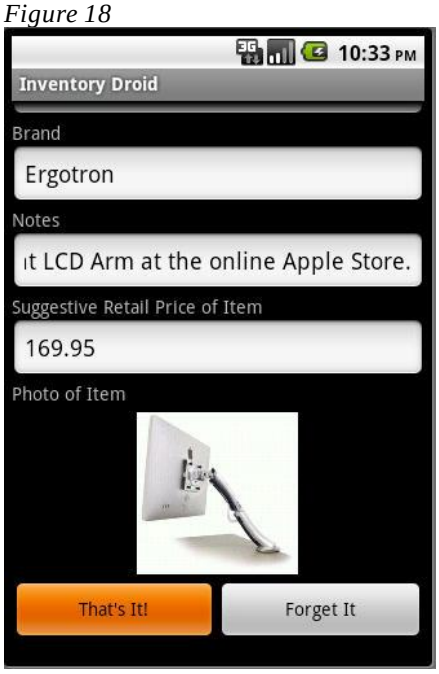
To scan Barcode and add item:

1. Login to the Inventory Droid Account
2. Press Menu button
3. Tap on the Scan item 

4. capture the Barcode of an item using Android camera
5. UPC field will be filled and Tap update (*Figure 17*)
6. Tap on That's It to add items to the list, Another description, or Forget It to ignore it.(*Figure 18*)
7. Tap Save. Item will be added to the inventory list

Figure 17

Figure 18



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3.1.2. Add items manually

To Add New Item Manually:

1. Login to your Inventory Droid account
2. Tap Add Item (*Figure 19*) on Account page or through Menu button.
3. Type Item data
4. Tap Save. Item will be added to the inventory list.

Figure 19

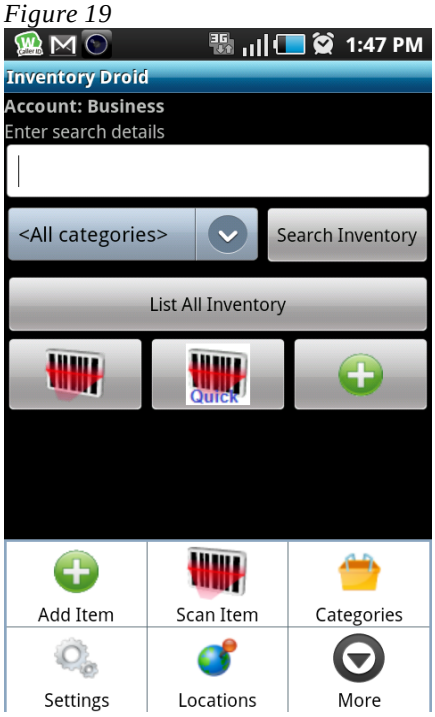
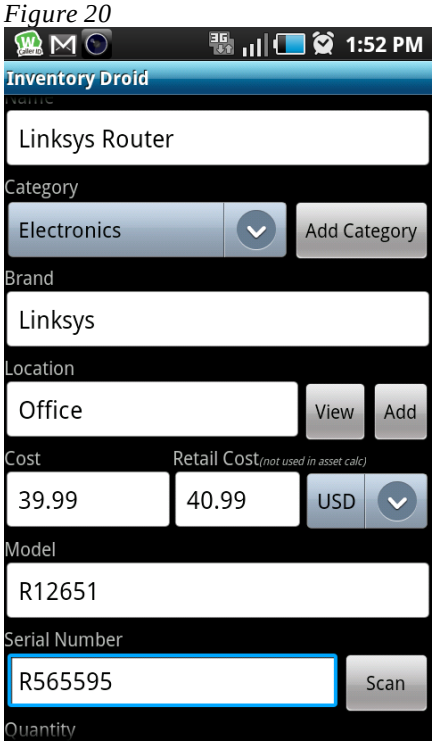


Figure 20



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Note

- Following Item fields can be added when manually adding an Item to the Inventory list.
  Category
  Brand
  Location
  Cost
  Retail Cost
  Currency
  Model
  Serial#
  Quantity-to put negative quantity value
  UPC
  Purchase Date
  Purchase Location
  Photos of Item
  Photos of Receipts
  Notes
  on Loan Reminders (Name, Date, Loaned to or from options)

3.2. Managing Existing Items

When a scanned item is found to be already in Inventory because of a matching UPC or *Serial Number (only for custom barcodes)*, Inventory Droid will popup a message box with multiple options to help manage Inventory. *(Figure 21)*

Those options are:

1. The current amount of items in Inventory will be displayed.
2. An option to Increase or Decrease the inventory quantity will be provided. (If decimal quantity support is enabled, increments will be in decimal else in whole numbers)
3. An option to create a completely new item description in Inventory for this UPC.
4. An option to delete this item from Inventory.
5. An option to view this item description in Inventory.
6. An option to move a certain amount of item quantity from this account to another account. (example: warehouse to shipping dock)
   NOTE: Both the source and destination accounts needs to be similar in fields and options. ie: one should be a clone of the other.
7. Image, if available, of the Inventory Item for verification.

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Figure 20

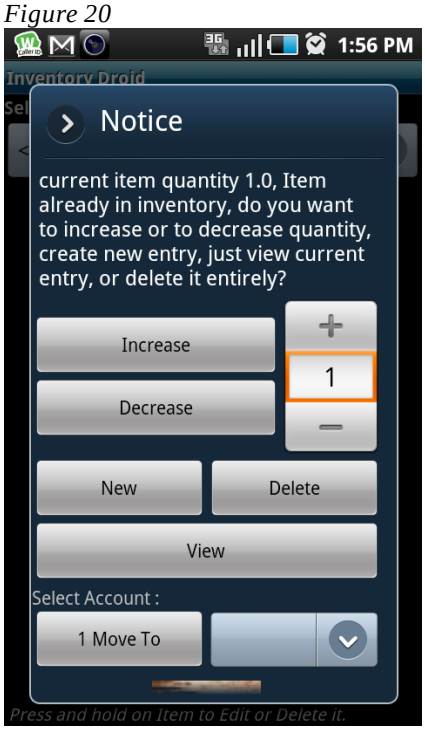
1:56 PM
Inventory Droid
Notice
current item quantity 1.0, Item already in inventory, do you want to increase or to decrease quantity, create new entry, just view current entry, or delete it entirely?
Increase
Decrease
1
New
Delete
View
Select Account :
1 Move To
Press and hold on Item to Edit or Delete it.

Figure 22

3.3. View Item list

You will be able to list all the items you have added to your account.
To view Inventory list:

1. Login to your Inventory Droid Account

2. Tap on List Inventory button. All inventory items will be listed in the selected account (Figure 23)

Figure 23

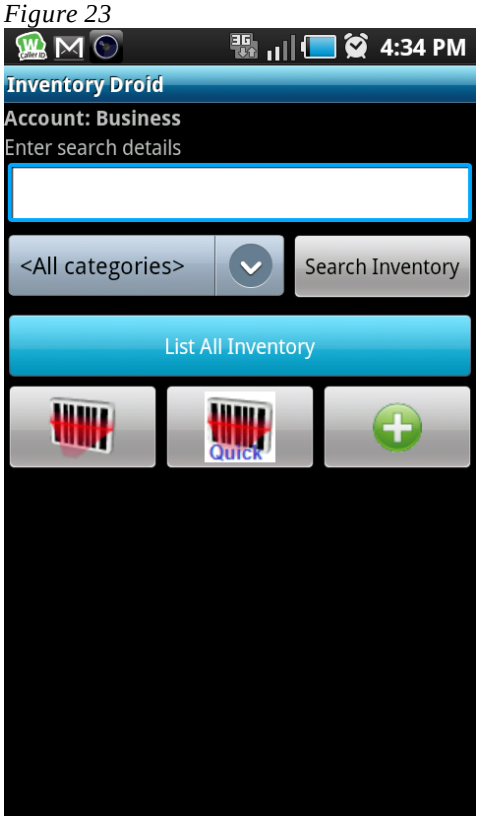

Figure 24

Note
You can sort these items (*Ignore a/an/the in sorting*) and align these items as require.

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3.4. Search Items

If you wish to search for a particular item, you can do so using the search option which is available in the Main window.

To perform an item search:

3. Login to your Inventory Droid Account
4. Enter search details (*Figure 25)*
5. Select the category if you know
6. Tap Search Inventory button ,search results will be displayed in the window

Figure 25

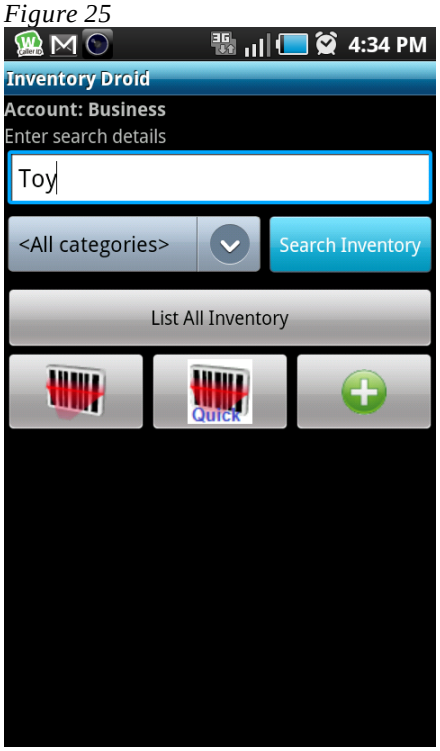
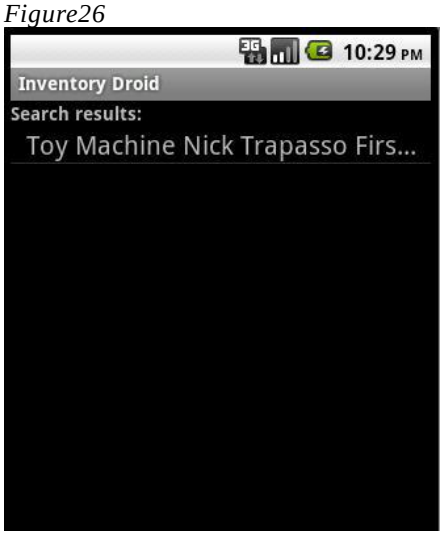


Figure26



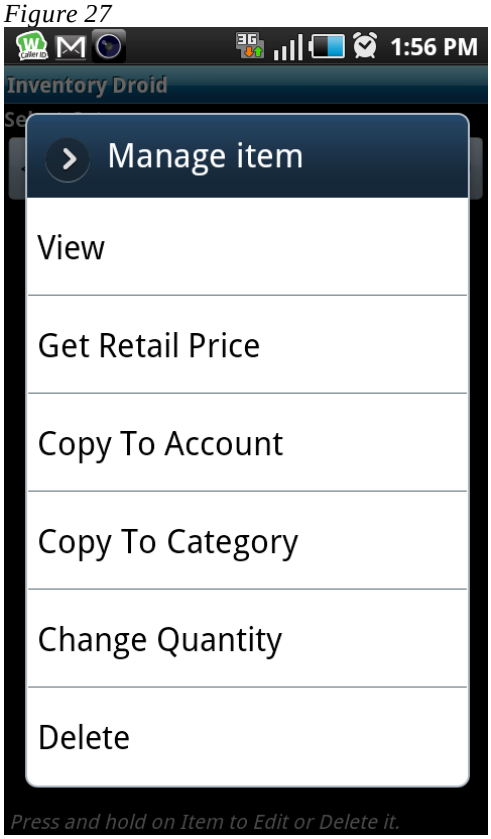
3.5. Delete an Item

This feature provides facility to remove a Single item or to Remove Multiple items from your Inventory Lists, in one go.

To delete an item:

1. Search Item or select List Inventory and select item which you want to delete
2. Press and Hold on Item name
3. select Delete (*Figure 27)*
4. select Yes from the popup message, Item will be removed from the inventory list

Figure 27



Delete all items

The Delete all feature, should be used if you want to delete all items from inventory list in one go.

To delete all Items:

1. Log into the Inventory Droid Account
2. Tap Menu button
3. Select settings (*Figure 28)*
4. Select Extra settings Tab
5. Tap Delete All Items button (*Figure 29*)
6. Click Yes from the popup message, all items in selected account will be deleted.

Figure 28

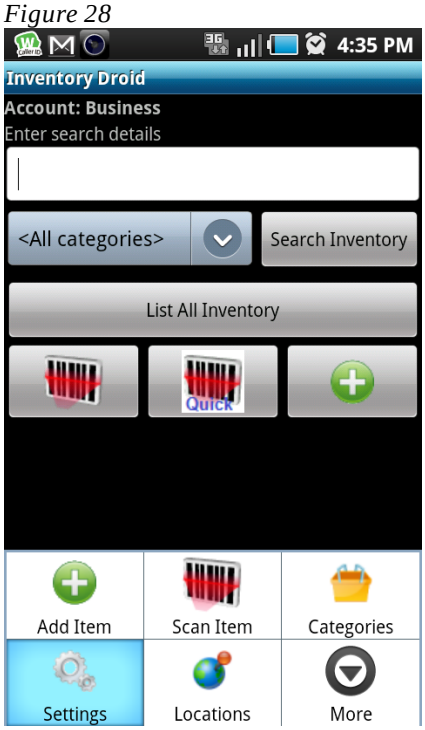
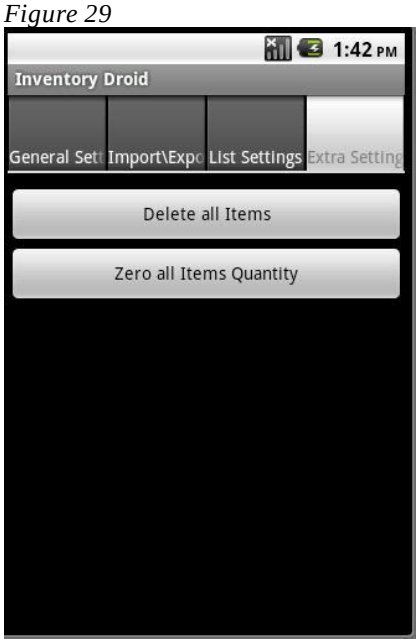


Figure 29

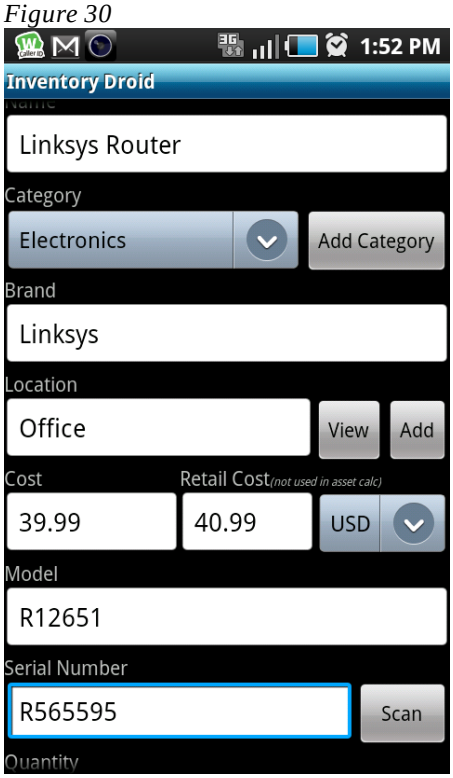


3.6. Edit an Item

Inventory Droid allows you to update items detail after adding it to the inventory list..

1. Search Item or select List Inventory and select item which you want to edit.
2. Do the modification as you required.
3. Tap Save .Modifications will be saved to the selected item.

Figure 30



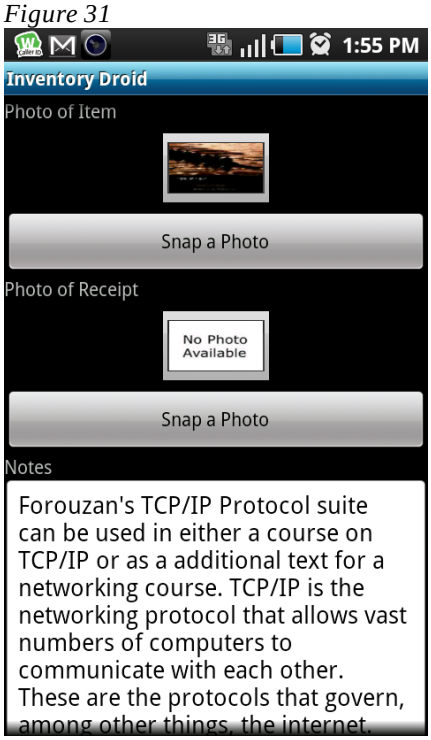
3.7. View a Photo Image

If an item has an image for Photo or Receipt, the thumbnail of the photo will appear in item description area.

To view the full image:

1. Search Item or select List Inventory and select item which you want to edit
2. Press on Photo box *(or press and hold on Photo box, then press view). (Figure 31)*

Figure 31


1:55 PM
Inventory Droid
Photo of Item
Snap a Photo
Photo of Receipt
No Photo Available
Snap a Photo
Notes
Forouzan's TCP/IP Protocol suite can be used in either a course on TCP/IP or as a additional text for a networking course. TCP/IP is the networking protocol that allows vast numbers of computers to communicate with each other. These are the protocols that govern, among other things, the internet.

3.8. Add a Photo Image to an Item

Inventory Droid allows you to add images to items you have added. Images can be added when you manually Adding an item or editing an item.

To add images to item:

1. Search Item or select List Inventory and select item which you want to edit
2. Tap Snap a photo button () (Figure 31)
3. Capture the snap of an item
4. Tap save.
5. ITEM Photo or receipt will be added.

Note
If images are available for the scanned items, it will be added automatically.

3.9. Add an Existing Photo to an Item

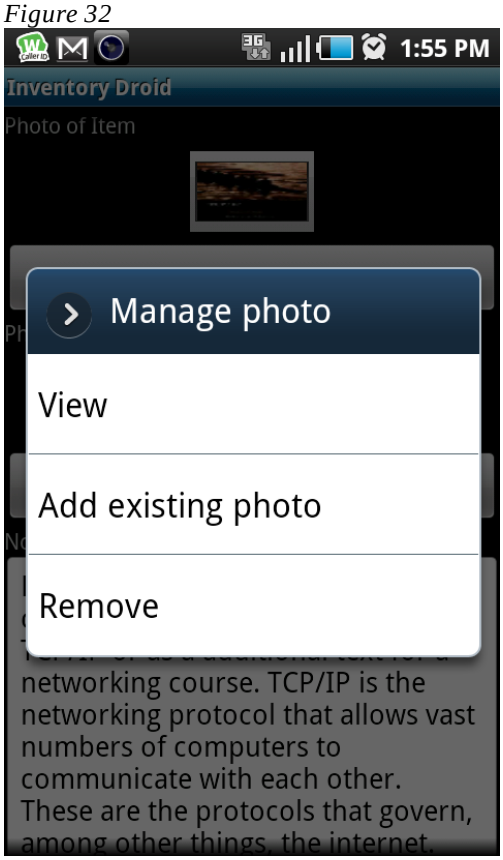
Inventory Droid allows you to add existing images to items you have added. Images can be added when you manually Adding an item or editing an item.

To add images to item:

1. Search Item or select List Inventory and select item which you want to edit
2. Press and hold on Photo box

3. Press on “Add existing photo” (*Figure 32*)
4. Browser your phone and choose a photo.
5. ITEM Photo or receipt will be added.

Figure 32


1:55 PM
Inventory Droid
Photo of Item
Manage photo
View
Add existing photo
Remove
networking course. TCP/IP is the networking protocol that allows vast numbers of computers to communicate with each other. These are the protocols that govern, among other things, the internet.

Note
If images are available for the scanned items, it will be added automatically.

3.10. Remove an Image

You can remove Photo once you added it into an item.

To remove Photo:

1. Search Item or select List Inventory and select item which you want to Remove Photo
2. Press and Hold on the photo
3. Tap remove (*Figure 32*)
4. Tap Yes from popup message. Photo will be removed from the Item details.

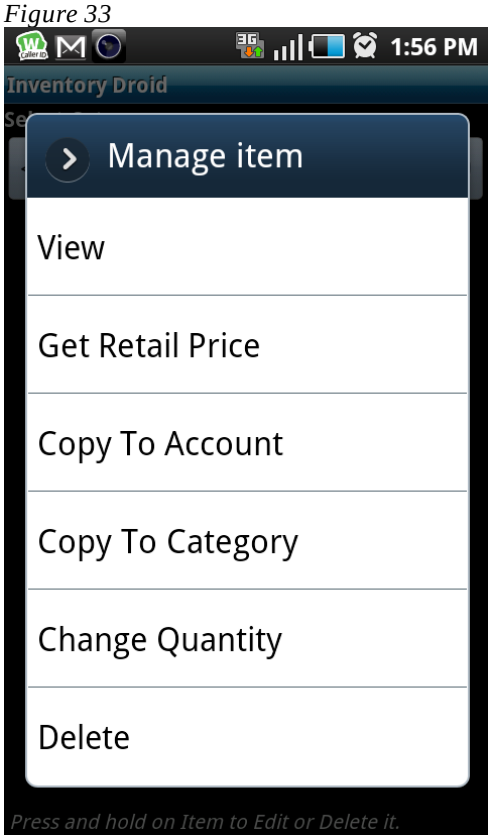
3.11. Get Item Retail Price

This feature provides facility to get the Retail price from Google Products site for Single item, in one go.

To get Retail Price an item:

1. Search Item or select List Inventory and select item which you want to copy
2. Press and Hold on Item name(*Figure 33)*
3. select Retail Price. Browser will open to Google Products for that item.

Figure 33



3.12. Copy an Item to another Account

This feature provides facility to copy a Single item to another account in Inventory Droid.

To Copy an item:

4. Search Item or select List Inventory and select item which you want to copy
5. Press and Hold on Item name (*Figure 33)*
6. select Copy to Account
7. select account from the popup list, Item will be copied to other account.

3.13. Copy an Item to another Category

This feature provides facility to copy a Single item to another category in Inventory Droid.

To Copy an item:

1. Search Item or select List Inventory and select item which you want to copy
2. Press and Hold on Item name(*Figure 33)*
3. select Copy to Category
4. select account from the popup list, Item will be copied to other category.

3.14. Change Quantity

This feature provides facility to change the quantity item of an item in Inventory Droid.

To change an item Quantity:

5. Search Item or select List Inventory and select item which you want to copy
6. Press and Hold on Item name (*Figure 33)*
7. select Change Quantity
8. Edit the quantity and press "OK"

4. Location Management

Once you have added an Item you can its location from a list of locations or type in a new location. Inventory Droid provides with the facilities to create, delete, rename locations

4.1. Create a Location

You can create Location using two methods.

To create location: (method 1)

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on Locations (*Figure 34*)
4. Again press Menu button
5. Tap New Location
6. Type Location Name (*Figure 35*)
7. Tap Create Location will be created and it (*Figure 36*)

To create location: (method 2)

1. Login to Inventory Droid Account
2. Enter an item description page.
3. Go to Location edit box
4. Type in a new location
5. Press "Add" (*Figure 37*)

©Inventory Droid

Figure 34

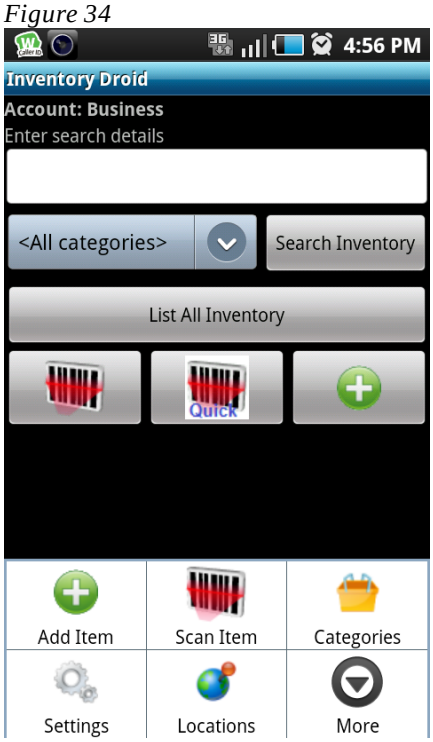


Figure 35

Figure 36

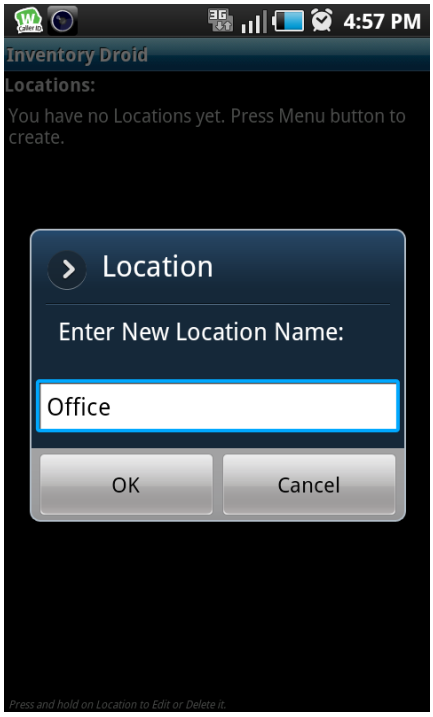
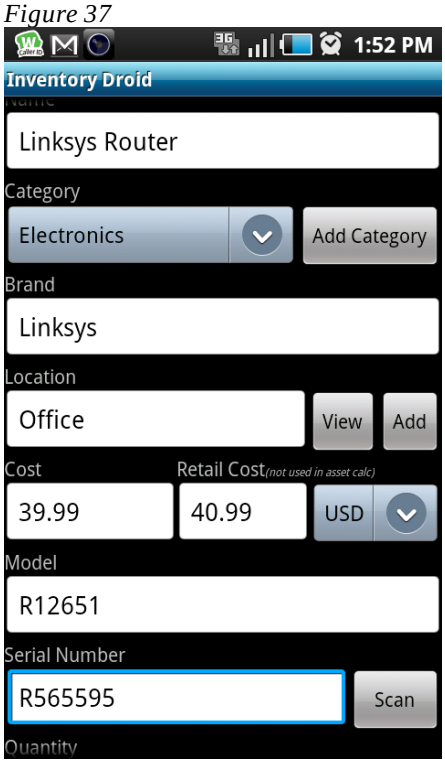

4:57 PM
Inventory Droid
Locations:
You have no Locations yet. Press Menu button to create.
Location
Enter New Location Name:
Office
OK
Cancel
Press and hold on Location to Edit or Delete it.

Figure 37


1:52 PM
Inventory Droid
Linksys Router
Category
Electronics
Add Category
Brand
Linksys
Location
Office
View
Add
Cost
Retail Cost(not used in asset calc)
39.99
40.99
USD
Model
R12651
Serial Number
R565595
Scan
Quantity

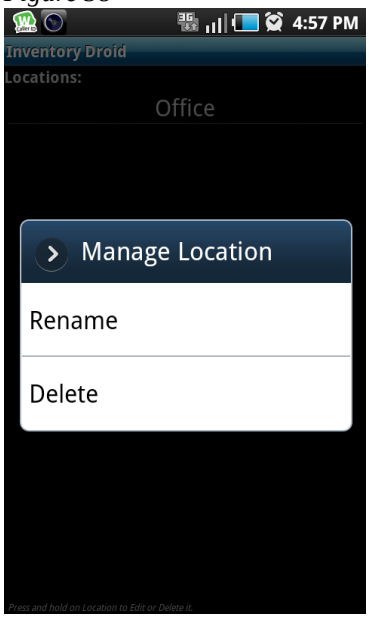
4.2. Rename a Location

You can rename already created location.

To rename location:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on Locations (*Figure 34*)
4. Press and Hold on location name you want to rename
5. select Rename from Manage Location(*Figure 38*)
6. Type new name
7. Tap rename button .Location will be renamed and display in the Location list.

Figure 38



4.3. Delete a Location

Once you added location you can delete.

To delete location:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on Locations (*Figure 34*)
4. Press and Hold on location name you want to delete (*Figure 38*)
5. select Delete from Manage Location
6. Tap on require option in popup window

©Inventory Droid

5. Category Management

Once you have added an Item you can categorize it as you required. Inventory Droid provides with the facilities to create, Delete, rename & view categorized items.

5.1. Create a Category

You can create category using two methods.

To create category: (method 1)

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on Categories

4. Again press Menu button
5. Tap New Category

6. Type category Name(*Figure39*)
7. Tap Create category will be created and it will display under item details All categories list. (*Figure40*)

To create category: (method 2)

1. Login to Inventory Droid Account
2. Enter an item description page.
3. Go to Category dropdown
4. Press “Add”
5. Enter new Category name and press “OK”
6. New Category will be automatically chosen.

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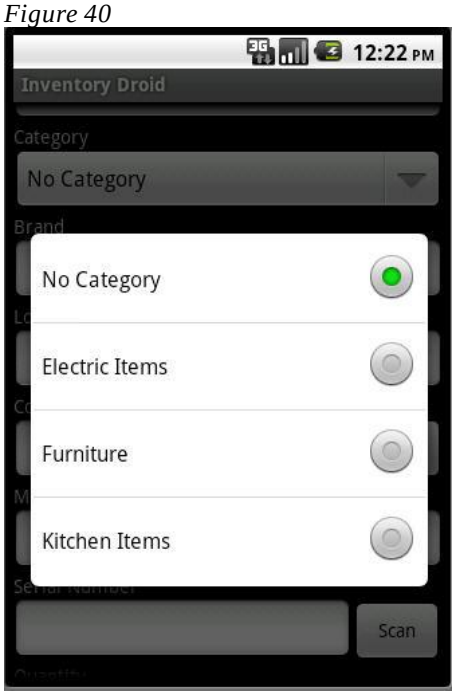
Figure 39

Figure 40



Note
If you don't want to allocate an item to a category you can select 'No category' from category list.

5.2. View Category

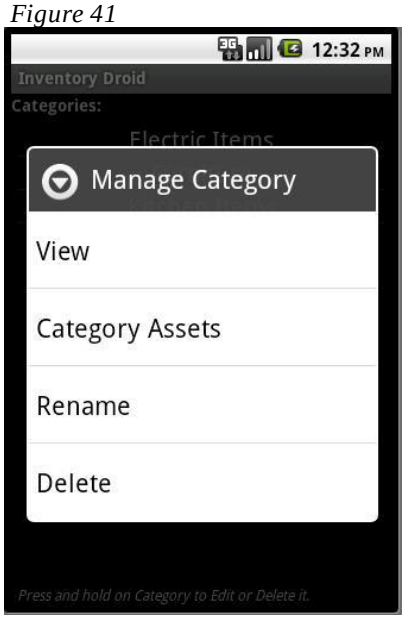
You can view Items under selected category using this feature.

To view category:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on Categories

4. Press and Hold on category name which you want to view
5. Select view from Manage category. Items allocated to the selected category will be displayed (*Figure 41*)

Figure 41



5.3. Rename a Category

You can rename already created category as you required.

To rename category:

8. Login to Inventory Droid Account
9. Press Menu button
10. Tap on Categories

11. Press and Hold on category name which u want to rename
12. select Rename from Manage category
13. Type new name(*Figure42*)
14. Tap rename button .category will be renamed and display in the category list.

Figure 42

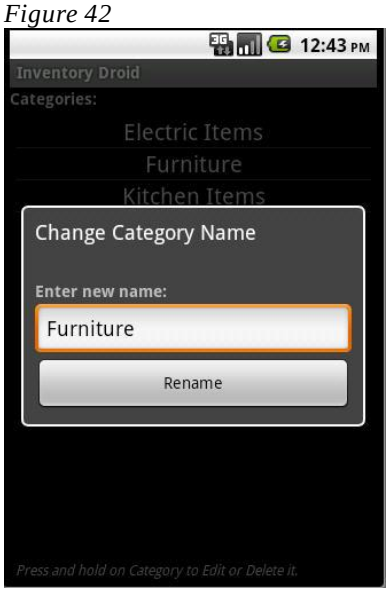


Figure 43

5.4. Delete a Category

Once you added category you can delete.

To delete category:

7. Login to Inventory Droid Account
8. Press Menu button
9. Tap on Categories

10. Press and Hold on category name which u want to rename
11. select Delete from Manage category
12. Tap on require option in popup window

Figure 44

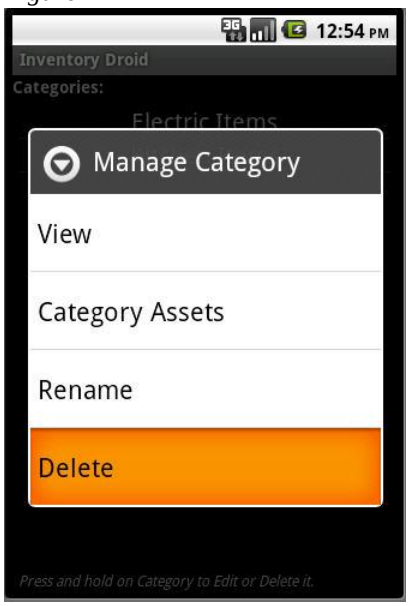
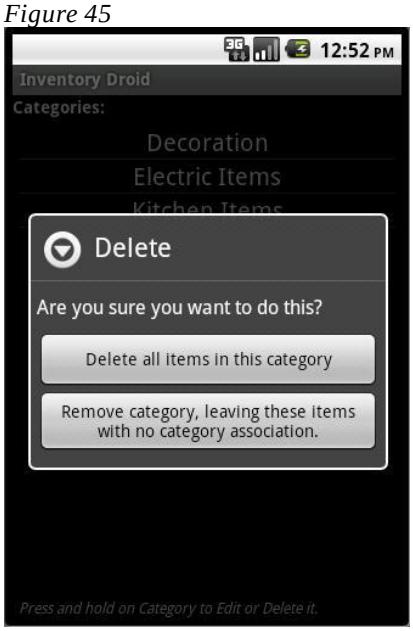


Figure 45


12:52 PM
Inventory Droid
Categories:
Decoration
Electric Items
Delete
Are you sure you want to do this?
Delete all items in this category
Remove category, leaving these items with no category association.
Press and hold on Category to Edit or Delete it.

Note

- If you select 'Delete all items in this category' option, it will delete category as well as all the items allocated in to that category.

- If you select 'Remove category, leave these items with no category association' option, it will remove only the category name and items allocated under that category will automatically assign to 'No category'.

5.5. View Spreadsheet of Total Assets in a Category

Category assets will display information such as category name, item name, brand, UPC, QTY, total cost, total assets, etc….in a selected category in a spread sheet.

To view spread sheet of category assets:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on Categories

4. Press and Hold on category name which u want to view spread sheet of category assets
5. Select category assets from category management Spread sheet will be displayed with all assets in the selected category.(*Figure 46*)

Figure 46

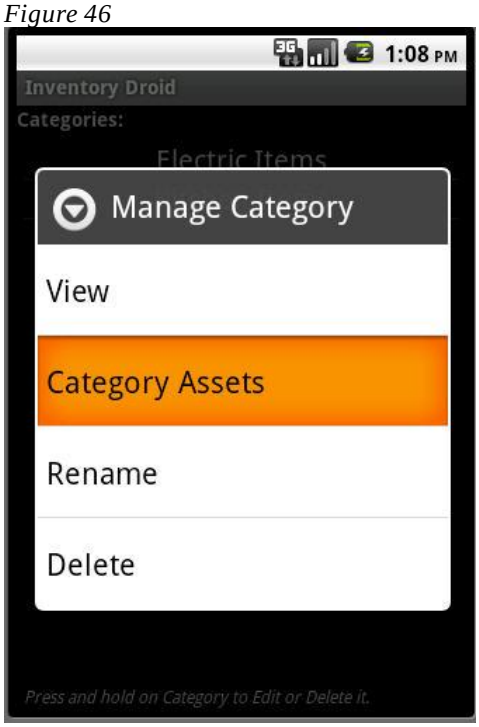
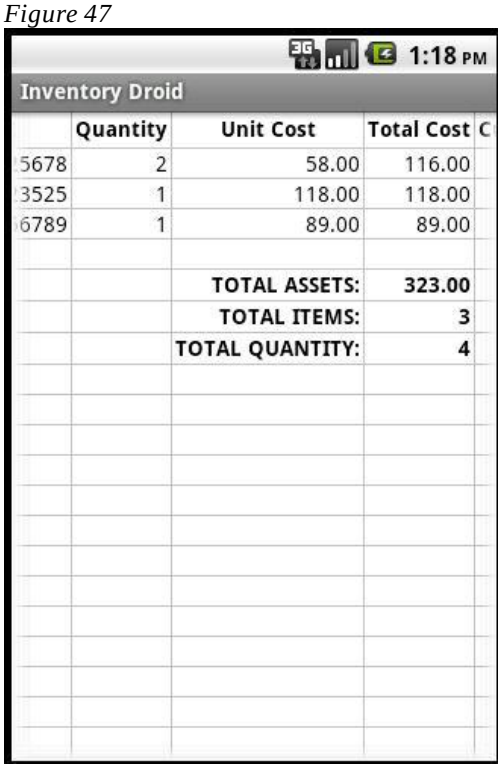


Figure 47



6. Account Settings

Inventory Droid's Account setting allows you to change account password, set default settings of an account, change inventory list settings etc…

6.1. Change Account password

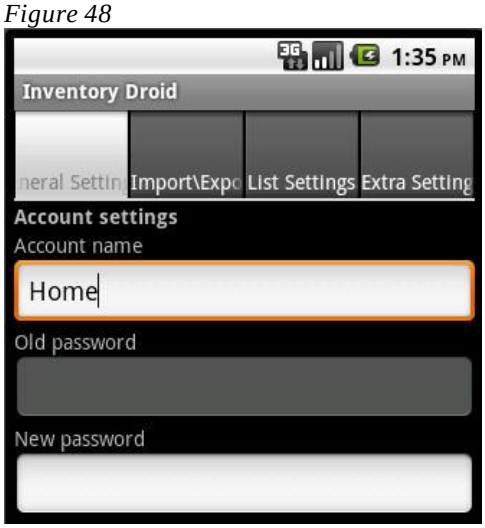
Inventory droid allows you to set the password for your account in order to enhance your security. You can change these Passwords at any given time.

To change password:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on settings

4. Go to General settings tab
5. Type old password and new password
6. Tap save. Password will be changed.

Figure 48



6.2. Set the Default Settings of an Account

This feature allows you to set the default settings of your account.

To set default account:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on settings

4. Go to General settings tab
5. Set the default setting as required.
    - **Default Currency -** List of world currencies.
    - **Default Image Size- High is max of 3.2MP, medium is half of maximum, and low is thumbnail size.**
    - **Copy UPC To–** this will automatically copy the UPC String to another selected field upon scanning.
    - **Quick Scan(scan back to back items) –** Continuous scanning back to back without having to press "Scan" button
    - **Disable Item Description search –** this will disable the item description search
    - **Prompt for Scan Item Quantity –** when adding items using barcode scanning it will prompt to set item quantity if this is enabled.
    - **Enable Negative value Quantity –** you will allow to put negative values for the Item Quantity.
    - **Ignore a/an/the in sorting –** if this is enable Articles in front of the item name (a/an/the) will ignore when sorting items
    - **Enable decimal value quantity –** for decimal quantity values and arithmetic.
6. Tap save

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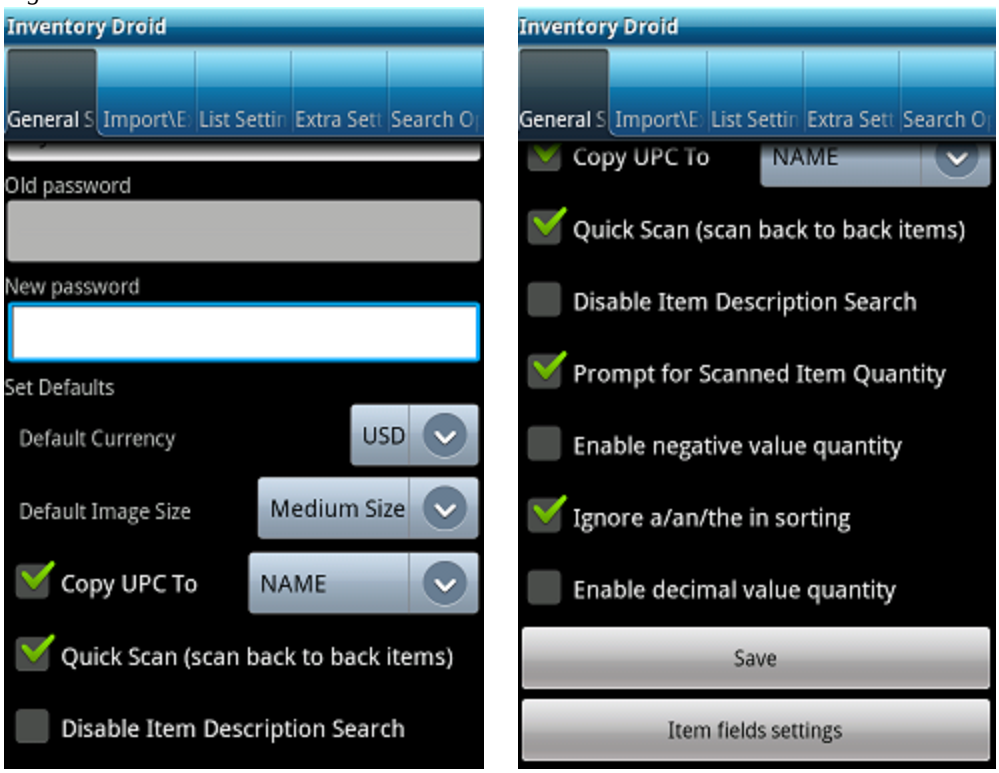
Figure 49



6.3. Change the Inventory List Settings

You can change the inventory list settings using this feature.

6.3.1. Select default Currency

Inventory droid support multiple currencies such as USD, ARS, CAD, CHF, etc…

To set default currency:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on settings

4. Go to General settings tab
5. select Default currency
6. Tap save. Selected currency will be saved as default currency.

Figure 50

Note
You can change the currency when you adding a new item or editing an item.

6.3.2. Default Image Size

Inventory droid supports three levels of image resolutions and sizes. This image resolution setting is only for images taken by phone's or device's camera, and NOT for images downloaded from online database sites.
Since phone and device camera resolution keep increasing with new phones and technologies, it is important to manage the size of such images since a 5MP camera phone results in a 1.5Mbyte image, which in part takes lots of space.

The default setting for images resolution for new accounts is set to Medium, where:
Full size = Full Camera Resolution (max is 3.2MP)
Medium size = Full divided by 2
Low size = Lowest resolution (icon size)

To change image resolution:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on settings

4. Go to General Settings tab
5. Select Default Image Size.

6.3.3. Align Items

You can align items in Inventory droid list as you required.

To align items:

6. Login to Inventory Droid Account
7. Press Menu button

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8. Tap on settings

9. Go to List settings tab
10. select the align option
    - **Center –** list items will be align in the middle
    - **Left –** list items will be align to left

11. Tap save from General settings Tab.

Figure 51

6.3.4. List Account Items with Second Column of Your Choice.

You can manage columns in your inventory list as you required

To manage column in inventory list:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on settings

4. Go to List settings tab
5. select column option
    - **One column –** only the item name will be displayed in inventory list
    - **Two column –** two columns will be displayed in inventory list with item name and the selected column.
6. if select two column, select the column name which you want to display
7. Tap save from General settings Tab.

NOTE : **v2.23 introduced the option of listing Custom Fields as second column items. Please note that choosing custom fields as second column is processor intensive and will make the Item View List appear very slow (delays from 15secs to 50 secs). So it is recommend not to use custom fields as second column items.**

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Figure 52

6.3.5. Zero all Account Item Quantities

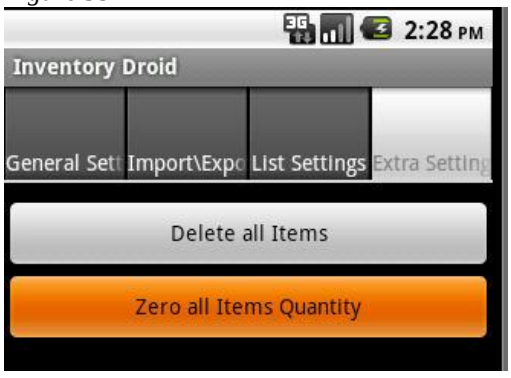
Using this feature you can make zero all items quantity in your account in one go.

To zero all item quantity:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on settings

4. Go to Extra settings tab
5. tap on Zero all items quantity
6. Tap Yes from popup message. Quantity of all items will be zero.

Figure 53



6.4. Manage Item Fields

You enable/disable existing fields or can add new field to your item details as you required.

6.4.1. Enable/disable existing fields

To enable/disable existing field:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on settings

4. Go to general settings tab
5. Tap item field settings
6. Tap on field name to enable/disable
7. Tap save .selected fields will be enable or disabled from the item details.

Figure 54

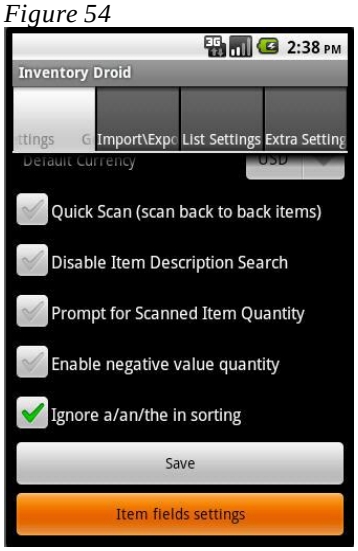
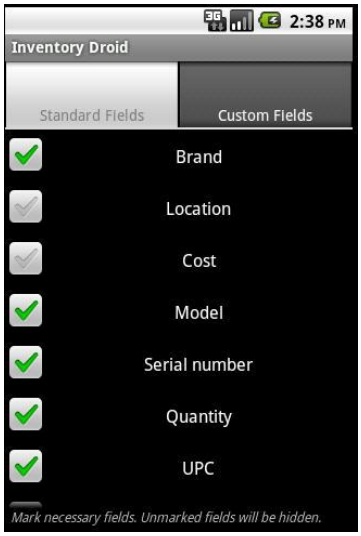


Figure 55



6.4.2. Create new field

To create new field

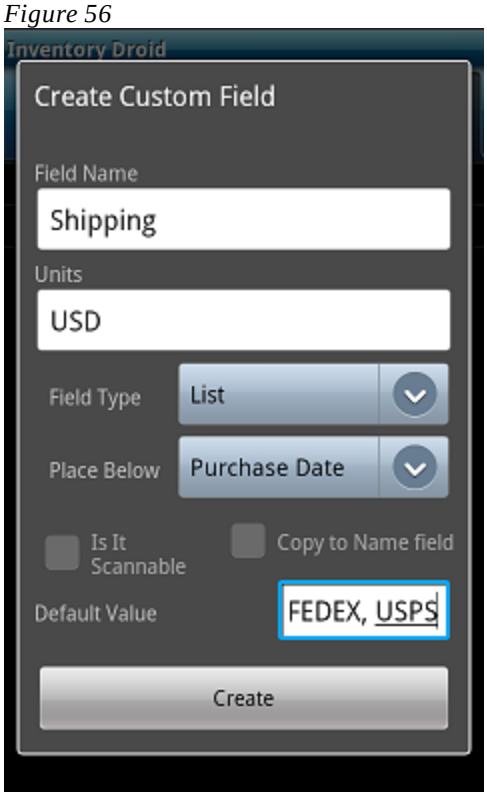
1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on settings

4. Go to general settings tab
5. Tap item field settings
6. Go to custom field tab
7. Press Menu
8. Tap on new field

9. Type field name & units
10. select field type & place below
11. if type is numeric or alphanumeric, then you have an option to make it "scannable". This will add a "Scan" button next to the field in the item view.
12. If "scannable" is enabled. A new option is enabled for selection if needed. This option will "Copy To Name" field the scanned custom field text.
13. tap on create
14. Tap save from General settings Tab. new field will be added to the item details and it will be list in custom field tab.

©Inventory Droid

Figure 56



Note
Units- select the unit of an item (KG, M, and cm.…etc)
Field type – if select Numeric you can put numbers in the field, if you select alphanumeric you can put numbers as well as the characters to the field, and if you select Date you can enter dates, Boolean for Checkbox style of data, and List for a drop down list.
Place below- position of the newly added field (can select the field which should be displayed before the new field)
Is It Scannable- Will add a "Scan" button next to the field for easy inputting of data with barcode scanner.
Copy to Name field- Will copy a scanned custom field value to the Name field.
Default Value- will set a default value for newly created items. It will not set default for previously added items.
NOTE - SPECIAL CASE: For list custom field, the list of options is created by setting the values as comma separated in the "Default Value" box. Ex: for a drop down list with FedEx, UPS, DHL, USPS the user would enter " FedEx,UPS,DHL,USPS"
If a default is needed for this list, the default value should be encapsulated with curly braces { }. Ex: for a drop down list with FedEx, UPS, DHL, USPS and DHL as default, the user would enter " FedEx,UPS,{DHL},USPS"

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7. Search Options

Inventory Droid's supports search options from supported countries under Amazon and Google. To change your Amazon and Google search country, do the following:

1. Login to Inventory Droid Account
2. Press Menu button
3. Tap on settings

4. Go to Search Options
5. Choose Amazon and Google Base countries.

NOTE: The search results and their accuracy are dependent on Google and Amazon and their availability and activeness in set country.

8. Custom Barcode Scanning

Inventory Droid's Custom Barcode Scanning allows the user to create custom 250 text QR Codes using sites as in:
http://www.google.com/search?q=qr+code+generator&ie=utf-8&oe=utf-8&aq=t&rls=org.mozilla:en-US:official&client=firefox-a

8.1. In General

Those custom barcodes can be created in a way to auto-fill into Inventory Droid upon scanning by using comma separated fields following the syntax:

@#@ , <ITEM NAME>, <CATEGORY> , <OTHER FIELD1> , …, <OTHER FIELDn>

8.2. Creating Custom Barcode

To create a custom barcode to use with Inventory Droid do the following steps:

1. Do an Export to CSV of the account you want to use custom barcodes with.

2. Edit the resulting CSV file by removing all lines EXCEPT the first. You will be left with something like:

Name,Category,Brand,Location,Cost,Retail Cost,Currency,Model,Serial,Quantity,UPC,Purchase Date,Purchase Location,Notes

3. Replace the field names with your item information. Example:

Samsung Phone,Home Stuff, Samsung, At home, 400.00, 500.00, USD, 9H11,,,463246933459,2010-10-25,Best Buy, Android

Note:

a) Make sure to keep place holders for ALL fields not used by using empty commas “,,”
b) Make sure to following the YYYY-MM-DD date syntax
c) Make sure the Category exists already in Account.
d) Make sure currency is valid (USD,EUR,CAN…etc)

4. Add custom barcode symbol @#@, to beginning. Example:

@#@,Samsung Phone,Home Stuff, Samsung, At home, 400.00, 500.00, USD, 9H11,,,463246933459,2010-10-25,Best Buy, Android

5. Go to your favorite QR Code creator site. Ex: http://qrcode.kaywa.com/
6. Create a “Text” QR code and fill it with the following line:

@#@,Samsung Phone,Home Stuff, Samsung, At home, 400.00, 500.00, USD, 9H11,,,463246933459,2010-10-25,Best Buy, Android

8.3. Scanning Custom Barcode

To scan a custom barcode is similar to scanning any commercial barcode. The difference is that custom barcodes provide more user-specific information that will be auto-filled. Use Add Items using Barcode Scanner.

9. Inventory Desk

Inventory Desk is **FREE** utility that was created to compliment the Android-based Inventory Droid application. The initial and current releases **will be limited in features** but eventually this application will provide mechanisms to add/remove/edit items from Accounts created with on Android with Inventory Droid. Those changes can be re-imported back into Inventory Droid for use.

The current release only supports Windows (XP/Vista/7) based host machine.

9.1. Syncing Inventory Droid and Desk

Currently, Inventory Droid and Desk can only sync using .ida files.
Many tools are readily available to easily move .ida files between Android phone and Desktop PC.

Steps for moving .ida to Inventory Desk:

1) Do an Export to Backup on the account.
2) Use one of the following methods to copy .ida to PC:
    a. Mount your Android Phone using USB Cable as Mounted Drive and copy .ida.
    b. Use Dropbox or similar application.
    c. Email the .ida to yourself.
3) Open .ida on Inventory Desk.

Steps for moving .ida to Inventory Droid:

1) Save your .ida.
2) Use one of the following methods to copy .ida to Android:
    a. Mount your Android Phone using USB Cable as Mounted Drive and copy .ida.
    b. Use Dropbox or similar application.
    c. Email the .ida to yourself.
3) Do an Import from Backup to import .ida.

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9.2. Export CSV with Images

You can export the information in IDA files with their accompanying images in Inventory Desk using “Export with Images”. This will create an CSV file with links to images in a folder on the same path level.

To make these image paths clickable:

1) Open the exported .csv file using Excel.
2) Without editing it, click “Save As” and save file as an .xls
3) Open the newly created .xls and click on an image file name to see it.

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